

UNIVERSITY OF ABERDEEN
POLICY FOR THE AWARD OF HONORARY STATUS

1. POLICY STATEMENT

There are four types of honorary status that can be awarded by the University: Emeritus, Honorary, Honorary Associate and Honorary Partner.

2. ELIGIBILITY FOR THE AWARD OF HONORARY STATUS

Nominees must broadly meet the relevant criteria and demonstrate an appropriate level of achievement in research, teaching (including clinical teaching if appropriate) or professional eminence. Appendix A provides a description of the criteria and benefits associated with each category of honorary status. Nominations for a particular honorary title will be considered against the criteria, where appropriate. The criteria are neither exhaustive nor prescriptive and are intended to act as indicators of the type of achievement expected of an honorary title holder. Nominees are not expected to match all aspects of the listed criteria.

Honorary Partner status is awarded to those individuals based on campus who are to be granted access to buildings and/or facilities but are not subject to any obligation express or implied to make any contribution to the life and work of the University.

3. REMUNERATION

In the capacity of honorary title holder, an individual has no entitlement to any remuneration and is not employed by the University.

An individual with honorary status may concurrently enter into a separate employment contract with the University for which they will be paid remuneration for the work carried out under that contract but otherwise have no entitlement to any additional remuneration.

4. ACCESS TO RESOURCES

Individuals holding honorary status will not normally have access to resources, other than those appropriate to their honorary status, as detailed in Appendix A. Other resources, may be provided commensurate to the specific contribution of the individual, only following discussion with the Head of School/Section.

5. HOW TO APPLY FOR HONORARY STATUS

There are four types of honorary status that can be given:

1. Emeritus
2. Honorary
3. Honorary Partner
4. Honorary Associate

Appendix A provides further information and the criteria for each type of honorary status.

5.1. Emeritus Status

The award of Emeritus Status is automatic for all academic staff in good standing following retirement and will be communicated by Human Resources on behalf of Court. The appointment will normally have no end date and will therefore last for life. The University may award Emeritus Status to academic-related staff, but this will be an exception to the norm.

If academic-related staff wish to receive Emeritus Status they are required to submit an application, as it is not automatically granted. The honorary status application process should be followed, as undernoted.

5.2. Honorary Status

Applications for Honorary Status for an individual should be initiated by a member of University staff (known as the Proposer). The Proposer should discuss any application including the nature, length of the award and the grade of appointment with their Head of School/Section prior to discussion with the nominee. The Proposer should complete the application form in partnership with the nominee and justify the nature and length of the award requested. Human Resources can provide advice with the application where required.

The Proposer should submit a copy of the nominee's Curriculum Vitae (CV) along with the application to the Head of School/Section. For Honorary Academic status, a proposal must also include a list of recent publications as well as a CV. Applications should not be submitted without the prior approval of the Head of School/Section.

5.2.a Honorary Readership, Honorary Professorship or Honorary Professorship of Practice

If the request is for an Honorary Readership, Professorship or Professorship of Practice level, 3 independent references must also be submitted as part of the application, in addition to the paperwork outlined above. For Honorary Professor of Practice references should be obtained from current and previous employers and/or professional bodies as appropriate. These references should be obtained by the Head of School/Section and should not be submitted by the Proposer or nominee. Once the application has been approved by the Head of School/Section, the full set of papers will be sent to the Senior Vice-Principal for final approval, prior to processing by HR Services, who will issue a letter confirming the level of honorary status awarded.

5.3 Honorary Partner Status

Nominations for the award of Honorary Partner status should be submitted to the Head of School/Section in the first instance by completing the Proposal Form.

5.4. Clinical Staff/Honorary Associate Status

When the University is notified by NHS Partners that they have appointed a member of staff as a Registrar or above (e.g. Consultant), the University of Aberdeen automatically awards Honorary Associate Status to the individual. This process is in recognition of the Partnership working that exists between the University and its NHS Partners and is formally stipulated in the Memorandum of Understanding in place between the two organisations.

If an individual has an open ended appointment with the NHS, then their Honorary Associate status also has no end date. Individuals will therefore maintain Honorary Associate status until the University is informed that their employment with the NHS has ended; there is no maximum time-period for Honorary Associate status.'

Employees of the NHS or existing Honorary Associates who wish to hold an Honorary title other than 'Honorary Associate' i.e. an Academic title such as Lecturer, Senior Lecturer etc. must apply for this position using the standard Honorary application form. . A copy of the application form will be included in the letter Honorary Associates receive outlining their Honorary Associate status. In such circumstances, individuals must discuss their request to upgrade their honorary academic title with the relevant Head of School/Section, prior to submitting an application.

6. LENGTH AND NATURE OF AWARD

6.1 Emeritus Status

Emeritus awards will normally have no end date and will therefore last for life.

6.2 Honorary Status

Honorary Status should be awarded for a period of no less than 3 months and no longer than 3 years. Such posts may be renewed for up to a further 3-year period. The length of award should be kept to the minimum appropriate period and should reflect the length of time the individual is making their specific

contribution to the University.

6.3 Honorary Partner Status

Honorary Partner status will automatically terminate when the individual ceases to be employed by or have active involvement with the external organisation or “spin-out company” that has a partnership with the University.

6.4 Honorary Associate Status

If individuals leave NHS employment, then the University will also end their Honorary Associate status.

7. TRANSITION OF STAFF TO HONORARY OR EMERITUS STATUS

Details of the process for maintaining continued IT access are detailed in the guidance document.

Honorary Staff may retain their existing email address however if they require the contents of their old email account or H drive, then they will need to register a request with the IT Services Helpdesk.

Staff should also discuss with their Head of School/Section in advance of the transition period which systems/resources they will still be authorised to access in light of the expected change in their status.

8. RENEWAL OF HONORARY STATUS

With the exception of Emeritus status (which does not have a limited time period), all other awards of honorary status will lapse at the end of their specified time period and there should be no automatic renewal.

Shortly before an award is due to come to an end, Schools/Sections should follow a similar process as for the initial award in determining whether renewal of honorary status should be made. Renewal should only be considered if the individual is making an ongoing contribution to the work of the School/Section. Such applications for renewal of honorary status should be discussed with the Head of School/Section and the normal application process should be followed.

Schools/Sections should consider whether the type of honorary status is still relevant or whether it might be appropriate to offer a different type of honorary status.

9. PERSONAL DETAILS

It is the responsibility of the honorary status holder to inform the School/Section of any change to their contact details.

10. WITHDRAWAL OF HONORARY STATUS

Awards of honorary status are expected to last for the full period the status has been granted. However, there are circumstances under which the status may be withdrawn, as set out below:

- Where the requirement for the individual to retain honorary status for the full length of the award no longer exists, e.g. where the contribution they are making ceases earlier than expected or where a partnership arrangement has terminated
- Where the individual has accepted a contract of employment with the University (although the honorary status may be awarded again if the individual's employment with the University comes to an end)
- Where the actions of the individual have brought the University into disrepute, recognising the individual's right to academic freedom (This would also apply to Emeritus status)
- Where the individual has been found to have behaved in such a way that they breached University policies or procedures, and where that breach would have ordinarily led to formal disciplinary action if the holder of honorary status had been an employee of the University (this would also apply to Emeritus status)

Where any of the above apply, the relevant University policies would require to be invoked. Any proposal to withdraw honorary or emeritus status must be agreed by the relevant Head of School/Section, prior to the individual concerned being informed.

11. OTHER INFORMATION

- It is the responsibility of each Head of School/Section to highlight to the individual receiving any honorary status, that they must comply with any University policies that may be relevant to the activities they are undertaking e.g. research governance, academic quality etc.
- Individuals with honorary status should as a result of that status only undertake activities for which they have been proposed, unless approval has been given by relevant Heads of School/Section for them to undertake additional/other activities.
- If undertaking University business on campus, the Honorary member of staff will be covered by the University's normal insurance provision. If an Honorary member of staff is travelling on University business, then they and the Head of School/Section are required to ensure that the relevant risk assessments and approvals are in place prior undertaking such travel. The honorary members of staff must inform the Head of School/Section, if they intend to undertake a trip on University business, to allow the Head of School/Section to undertake a risk assessment
- The Head of School/Section is the usual point of contact should any issues arise in relation to the operation of the appointment
- If an Honorary member, proposer or nominee has an issue with the appointment, they are encouraged to discuss this with the relevant Head of School/Section. This will usually mean that such issues can, be handled swiftly and informally. Should the issue not be resolved during such informal discussions, the Honorary member may follow the relevant review process operated by the University
- For Honorary appointments as Honorary Associates in the school of Medicine, Medical Sciences and Nutrition only, the Director will write to all Honorary Associates outlining their contribution to the University.

12. INFORMATION GOVERNANCE

Honorary staff are required to use information to which they are granted access appropriately and in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA), for example, ensuring it is not disclosed to unauthorised persons. This includes complying with the relevant University of Aberdeen policies and procedures including those on Information Security and Data Protection. Access to Information Technology facilities is subject to the University "Conditions for using Information Technology Facilities" and may be withdrawn at any time if the conditions are not met.

13. HEALTH & SAFETY

Honorary staff are required to work safely and not put their health and safety or that of the others at risk through their actions or omissions. That includes compliance with University of Aberdeen policies and procedures on health and safety. It is the responsibility of each Head of School/Section to ensure the health and safety of Honorary staff. This includes ensuring health and safety induction, information and training as appropriate and identified by any risk assessment.

14. EQUALITY, DIVERSITY AND INCLUSION

Honorary staff are required to comply with the University of Aberdeen Equality and Diversity and Inclusion policy. It is the responsibility of each Head of School/Section to ensure that the honorary member of staff is aware of and complies with the University's policy on Equality and Diversity and Inclusion.

Policy reviewed 2017

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APPENDIX A

HONORARY PROFILES, CRITERIA AND BENEFITS

1. Emeritus Status

The award of Emeritus Status is automatic for all academic staff in good standing, following their retirement, and will be communicated by Human Resources on behalf of Court. The award will normally have no end date and will therefore usually last for life. The University may award Emeritus Status to academic related staff, but this will be an exception to the norm. If academic related staff wish to receive Emeritus Status, they are required to submit an application, as it is not automatically granted.

Emeritus staff will receive the following privileges and the University would consult on any change to these:

- Use of the Library and electronic collections of books and journals
- Access to IT facilities (please note this includes a University email account)
- Free Health and Fitness & Aquatics Off-Peak membership and significant savings on peak membership at Aberdeen Sports Village
- ID badge to access the University's buildings
- The right to use the University as an academic address for specified academic purposes only
- May apply for research grants/funding through the official University channels but cannot normally be the Primary Investigator. The Emeritus staff member must be part of an existing group within the University rather than an individual grant holder (although exceptions may be considered). For further information about applying for grants/funding, please engage with Research and Innovation at an early stage.
- May be part of a supervision team for a PhD student provided that they are not the main supervisor or Chair of the team
- Access to chargeable car parking facilities, excluding Foresterhill
- Eligible to book weddings in the University Chapel

2. Honorary Status

The level of Honorary Status awarded takes into consideration an individual's previous contribution to teaching, research and service in the University. This will determine the level of appointment e.g. Honorary Senior Lecturer or Lecturer Honorary appointments have a maximum appointment period of 3 years. At the end of one honorary appointment, an individual may apply to renew their honorary status if required.

Indicative criteria for different levels of honorary academic positions are provided below. Proposers must discuss with the Head of School which level of honorary award would be most suitable before any discussion with the nominee. Human Resources can also advise on the most suitable level of award with regard to applications for honorary status.

Individuals holding Honorary Status will have access to the following University facilities and the University would consult on any change to these:

- Use of the Library and electronic collections of books and journals
- Access to IT facilities (please note this includes a University email account)
- Free Health and Fitness & Aquatics Off-Peak membership and significant savings on peak membership at Aberdeen Sports Village
- ID badge to access the University's buildings
- The right to use the University as an academic address for specified academic purposes only
- May apply for research grants/funding through the official University channels but cannot normally be the Primary Investigator. Honorary status staff must be part of an existing group within the University rather than an individual grant holder (although exceptions may be considered). For further information about applying for grants/funding, please engage with Research and Innovation at an early stage.
- Can form part of a supervision team for a PhD student provided that they are not the main supervisor or Chair of the team
- Access to chargeable car parking facilities, excluding Foresterhill
- Eligible to book weddings in the University Chapel

2.2 Honorary Readership, Honorary Professorship or Honorary Professorship of Practice Appointments

If the request is for an appointment at Honorary Readership, Professorship or Professorship of Practice level, in addition to the paperwork outlined above, 3 independent references must also be submitted as part of the application. These should be obtained by the Head of School/Section and should not be submitted by the Proposer or nominee. For Honorary Professor of Practice references should be obtained from current and previous employers and/or professional bodies as appropriate. Once the application has been approved by the Head of School/Section, the full set of papers will be sent to the Senior Vice-Principal for final approval, prior to processing by HR Services, who will issue a letter confirming the level of honorary status awarded.

2.2.1 Criteria for Appointment of Honorary Readership, Honorary Professorship

Teaching

- Evidence of a successful contribution to teaching, including clinical teaching
- Evidence of a contribution to course development
- Innovative methodologies/pedagogy
- Subject textbook(s)
- Clear technical/subject expertise

Research/Scholarship

- Evidence of a productive collaboration with the School or clear evidence of intention to collaborate
- Significant research output over career
- Successful external funding over career, including as lead applicant in grants
- External referees' support
- Invited speaker at international conferences
- Member of international research groups
- Successful postgraduate supervision
- Referee, editor or member of editorial board for major journals
- Invited assessor for major grant awarding bodies
- National/international subject association executive.
- Leading expert in subject field.
- Research council sub-committees.

Criteria for appointment of Honorary Professor of Practice

- Evidence of successful leadership in their current role and extensive experience within the relevant professional area.
- Sustained and significant track record of achievement in industry/business/policy.
- PhD or significant senior professional practice experience and recognition within industry/business/policy comparable to the academic standing of a professor.
- Evidence of a productive collaboration with the School or clear evidence of intention to collaborate
- National/international subject association executive.
- Leading expert in subject field.
- Understanding of higher education sector.
- Clear evidence of intention to support research and/or teaching by commenting on proposals.
- Clear evidence of intention to act as ambassador for the University, attending events as and when agreed.

2.2.2 Criteria for Honorary Senior Lecturer

Teaching

- Evidence of a successful contribution to teaching, including clinical teaching
- Evidence of a contribution to programme/module development
- Innovative methodologies/pedagogy
- Subject textbook
- Clear technical/subject expertise

Research/Scholarship

- Evidence of a productive collaboration with the School or clear evidence of intention to collaborate
- Significant research output over career
- Successful grant applicant over career
- Significant refereed publications over career
- Invited/refereed papers at national/international conferences
- Successful postgraduate supervision
- Member of significant research groups
- Invited referee for external research applications
- Referee for external publications
- Consultancies
- Major journal editorship
- Member of editorial board

2.2.3 Criteria for Honorary Lecturer

Honorary Teaching/Research

- Evidence of a successful contribution to teaching, including clinical teaching, if applicable
- Evidence of a contribution to programme development

Research/Scholarship

- Evidence of productive research collaboration
- REF quality publications
- Evidence of potential to publish conference papers
- External funding secured
- Teaching Research Scholarship
- Academic qualifications at an appropriate level .i.e.
- Professional activity
- Clinical work (where appropriate)
- Membership of learned societies / professional bodies

2.2.4 Criteria for Honorary Teaching Fellow

Teaching

- Evidence of a successful contribution to teaching, including clinical teaching, if applicable
- Evidence of a contribution to programme/module development
- evidence of academic scholarship to a level equivalent of a lecturer, where appropriate

Research/Scholarship

- Academic qualifications at an appropriate level i.e.
- Professional activity
- Clinical work (where appropriate)
- Professional Eminence
- Membership of learned societies/professional bodies

2.2.5 Criteria for Honorary Research Fellow

Teaching

- Not applicable although some support teaching may be appropriate

Research/Scholarship

- Evidence of (productive) research collaboration
- Evidence of research supervision/independence with respect to design and implementation of research project(s)
- Evidence of obtaining grant funding
- Evidence of published conference papers
- REF quality publications
- Academic qualifications at an appropriate level - e.g. PhD
- Professional activity
- Clinical work (where appropriate)
Membership of learned societies/professional bodies, where appropriate

2.2.6 Criteria for Honorary Research Assistant

Teaching

- Not applicable although some support teaching may be appropriate

Research/Scholarship

- Evidence of (productive) research collaboration, in the form of research support and/or assistance with research
- Evidence of potential to publish conference papers
- REF quality publications
- Academic qualifications at an appropriate level- e.g. graduate or recent PhD
- Professional activity
- Clinical work (where appropriate)

Professional Eminence

- Membership of learned societies/professional bodies

3. Honorary Partner Status

Due to the changing nature of activities which are undertaken within the University, there has been an increase in (i) the number of spin-out companies being established and (ii) the volume of collaborative work with external organisations which is being undertaken on campus. It is therefore, acknowledged that there will be an increasing number of individuals who are based on campus who require access to buildings and/or facilities, but are not expected to make any regular contribution to the life and work of the University.

As these individuals do not meet the criteria for Honorary Status, they can be offered Honorary Partner Status. Individuals cannot be in receipt of any remuneration from the University whilst holding Honorary Partner Status. Honorary Partner Status will end on the expiry date (normally after a maximum period of 3 years), unless an extension is approved by the Head of School/Section following confirmation of the individual's continuing interaction with the University. If an individual ceases to be employed by or involved with an external organisation/spin-out company, their status as an Honorary Partner will also terminate. External organisations/spin-out companies should inform the relevant Head of School and Human Resources when a member of their organisation no longer requires Honorary Partner status.

Individuals holding Honorary Partner Status will receive the following privileges and the University would consult on any change to these:

- ID card
- Access to relevant University buildings
- Access to chargeable car parking facilities, excluding Foresterhill

4. Clinical/Honorary Associate Status

When the University is notified by its NHS Partners that they have appointed a member of staff as a Registrar or above (e.g. Consultant) the University of Aberdeen automatically awards Honorary Associate Status to the individual. This process is in recognition of the Partnership working that exists between the University and NHS Grampian and is formally stipulated in the Memorandum of Understanding in place between the two organisations.

Honorary Associate status is accompanied by the following benefits and the University would consult on any change to these:

- Use of the Library and electronic collections of books and journals
- Access to IT facilities (please note this includes a University email account)
- Free Health and Fitness & Aquatics Off-Peak membership and significant savings on peak membership at Aberdeen Sports Village
- ID card to access relevant University buildings
- The right to use the University as an academic address for specified academic purposes only
- Honorary Associates may apply for research grants/funding through the official University channels but cannot normally be the Primary Investigator. Honorary Associates must be part of an existing group within the University rather than an individual grant holder (although exceptions may be considered). For further information about applying for grants/funding, please engage with Research and Innovation at an early stage
- Honorary Associates may be part of a supervision team for a PhD student provided that they are not the main supervisor or Chair of the team
- Access to chargeable car parking facilities, excluding Foresterhill